CREATING A TRANSFER (VIA SPREADSHEET UPLOAD)

QUICK REFERENCE GUIDE ICT-2

ICT

The purpose of this Quick Reference Guide is to provide step-by-step instructions on how Intercompany (IC) Transfer Entry Users can enter transfers via North Carolina Financial System's (NCFS) Spreadsheet Upload functionality.

Overview

Intercompany transactions are cash transfers occurring between two or more budget funds, either within the same organization or between two organizations. NCFS provides the capability for users to enter transfers via a spreadsheet (outside of the system). Prior to being able to access the NCFS spreadsheet, the Application Development Framework Desktop Integration (ADFDI) plug-in must first be installed. Please reference our "Installing Application (ADFDI)" QRG for more information on how to download and install ADFDI plug-in on your device. The NCFS spreadsheet allows users to enter a single transfer or multiple transfers at a time. This spreadsheet can be accessed via Microsoft Excel without logging directly into NCFS as the spreadsheet is connected through an interface. Entering transfers via Spreadsheet Upload is broken down into three distinct sections: accessing, entering, and uploading.

Key Terms

Key Terms and Acronyms	Description
ADFDI	Oracle Application Development Framework Desktop Integration
Spreadsheet Upload	Spreadsheet capability to interface bulk transactions into Oracle Cloud Financials
Intercompany Transaction	Intercompany transactions are cash transfers occurring between two or more budget funds, either within the same organization or between two organizations.

Information needed to complete this process

- Transaction Type (IC Transfer Out)
- Account Number (Natural Account)
- Debit and Credit
- Receiver
- Batch Number
- Provider
- Currency
- Batch Date
- Accounting Date
- Batch Description
- Transaction Number
- Batch Context

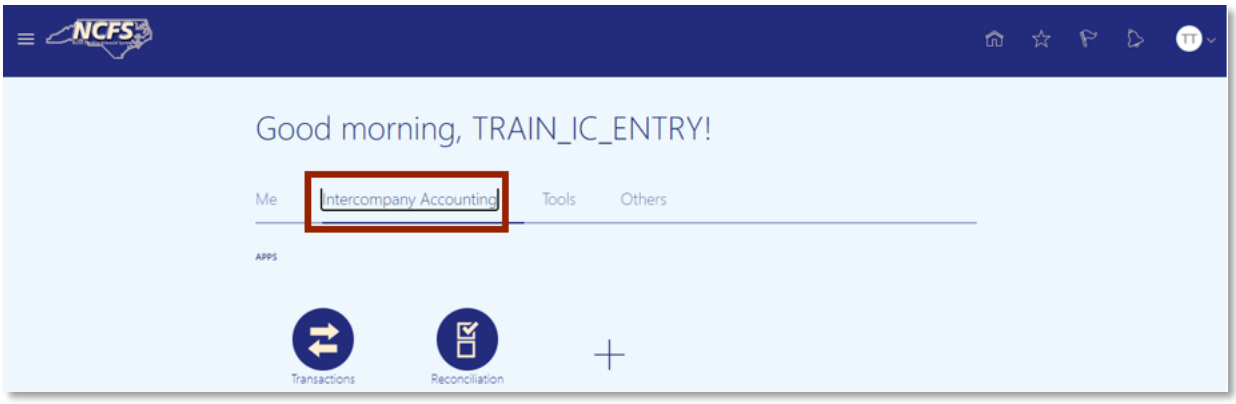
Outputs of this process

- Completed Intercompany Transfer

Accessing the NCFS Spreadsheet

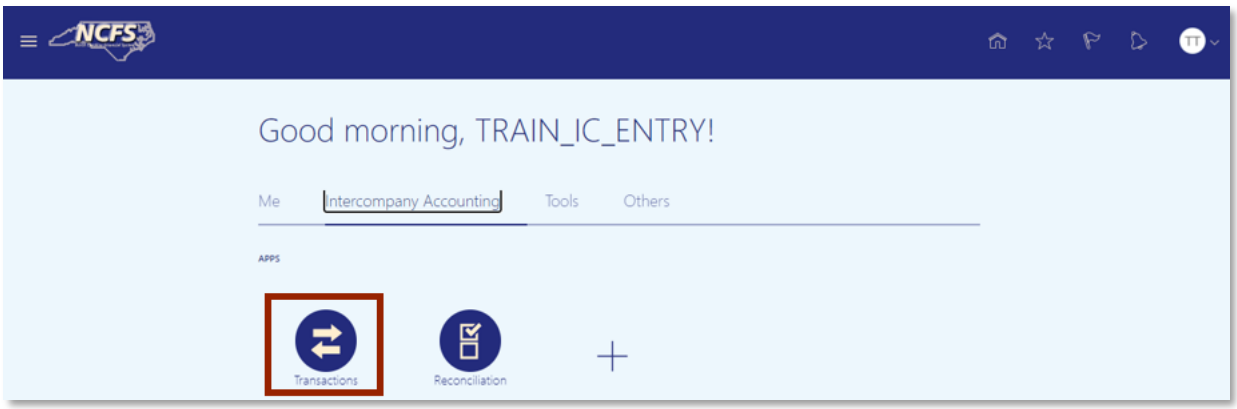
To access the NCFS Spreadsheet, please follow the steps below.

1. Access the NCFS Home Page and click the **Intercompany Accounting** icon.



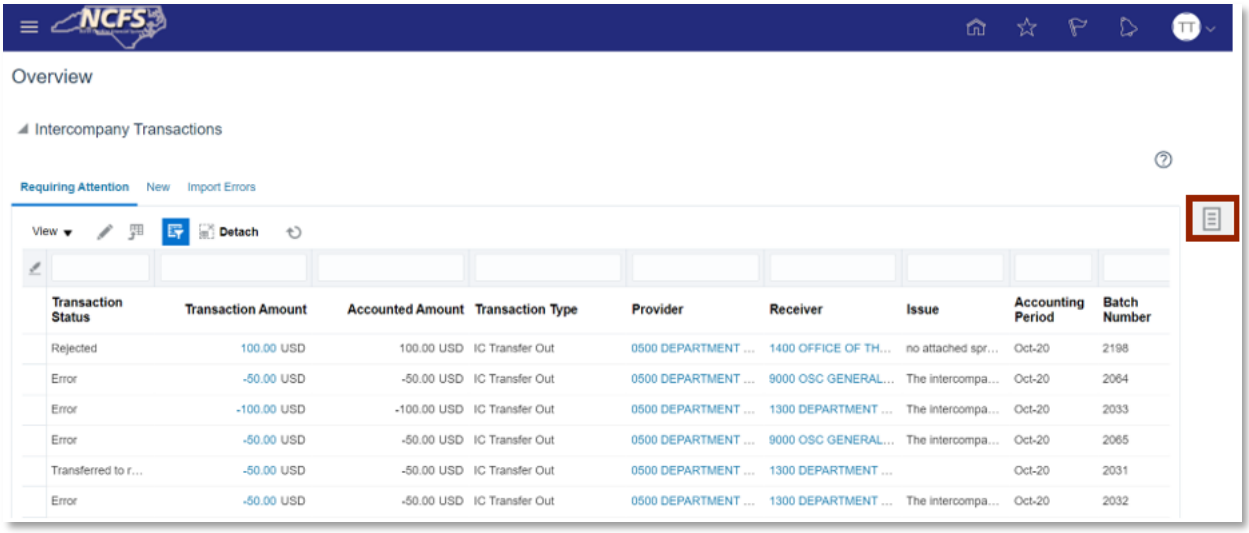
The Intercompany Accounting icon on the NCFS Homepage

2. Click the **Transactions** app.



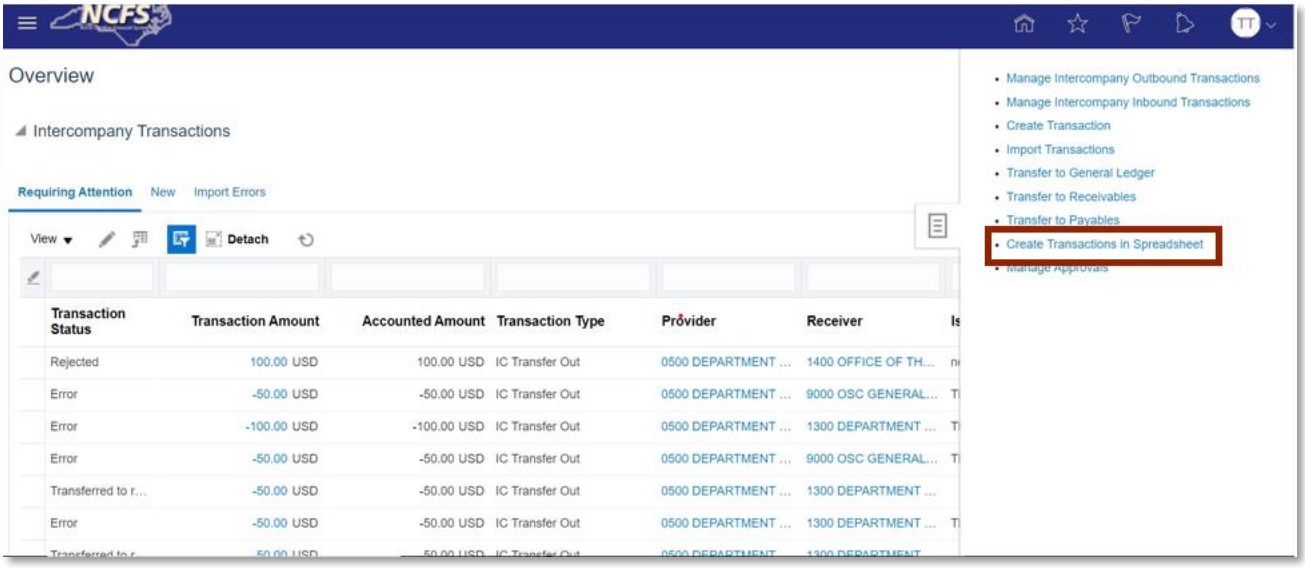
The Transactions icon on the NCFS Homepage

3. Click the **Tasks** icon to open the task list.



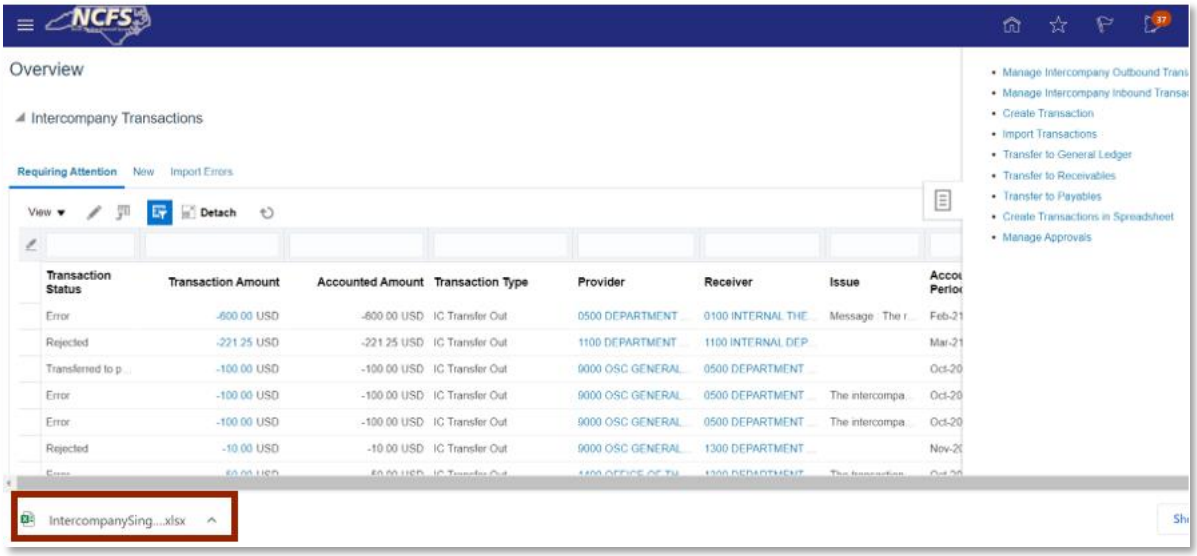
The Task icon on the Transactions screen.

4. From the task list, click **Create Transactions in Spreadsheet**.



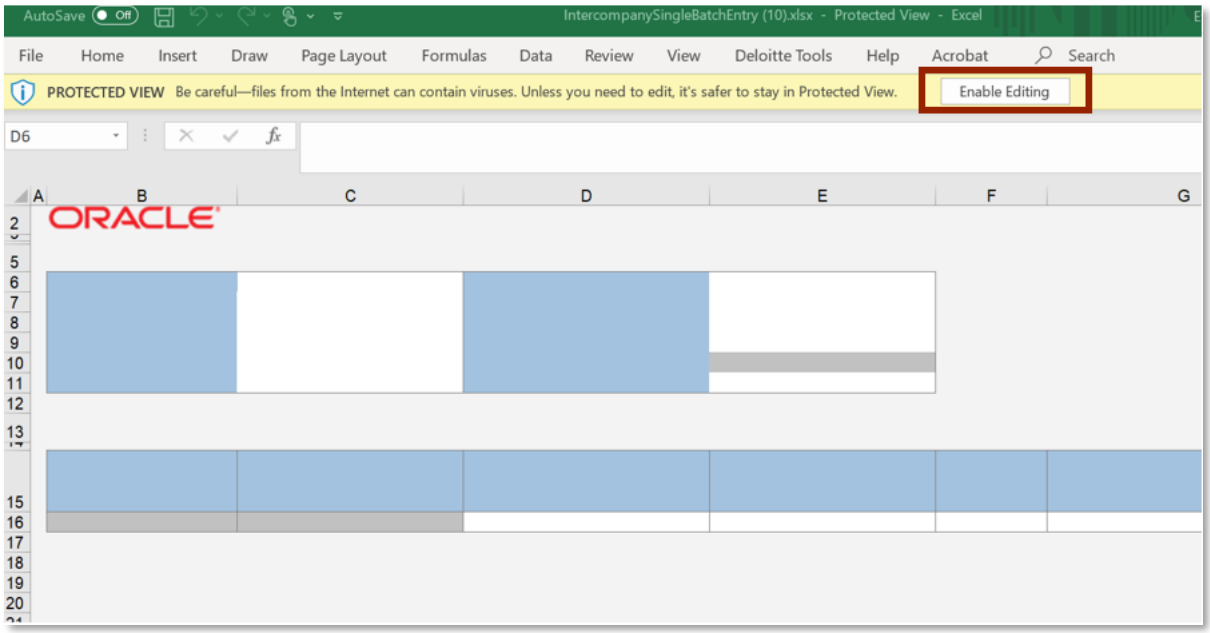
Create Transactions in Spreadsheet on the Transaction

5. In the bottom left-hand corner, click the **Microsoft Excel Document**.



Accessing the NCFS Spreadsheet

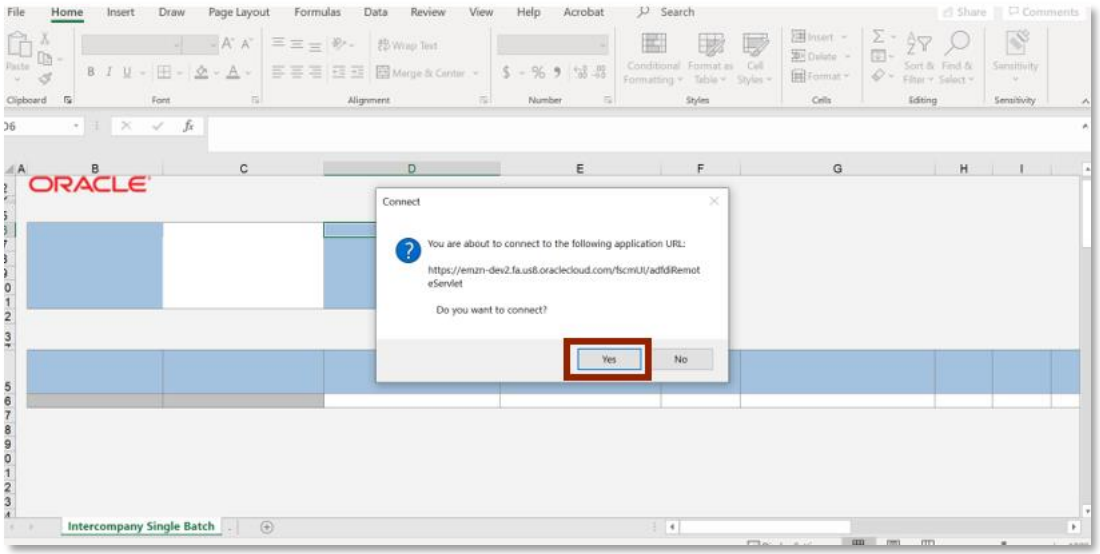
6. In the upper middle portion of the screen, click **Enable Editing**.



Enable Editing Button

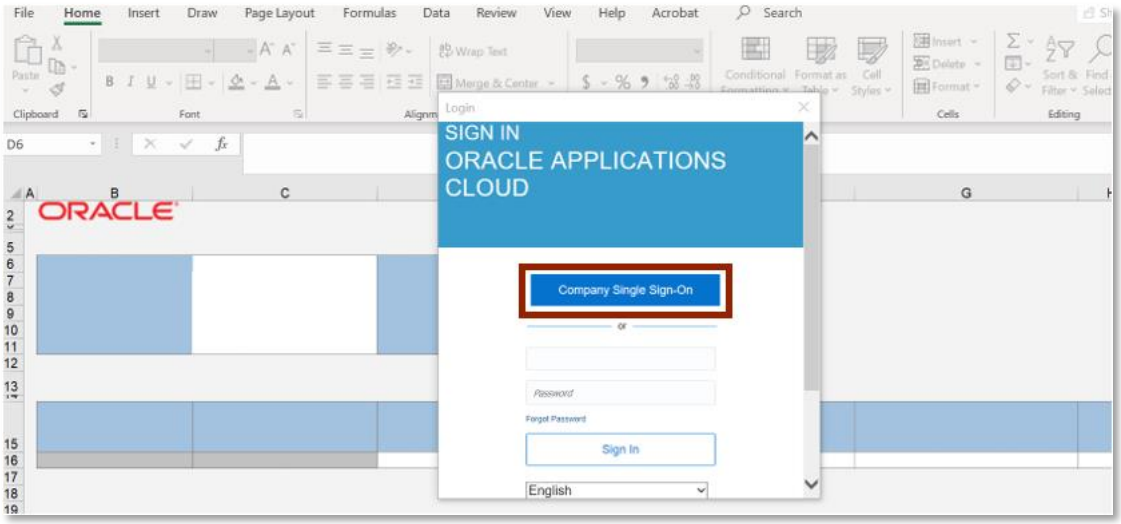
User Tip: Pop Up Blockers should be turned off for the NCFS System.

7. A popup will appear asking you to Connect to NCFS. Click [YES].



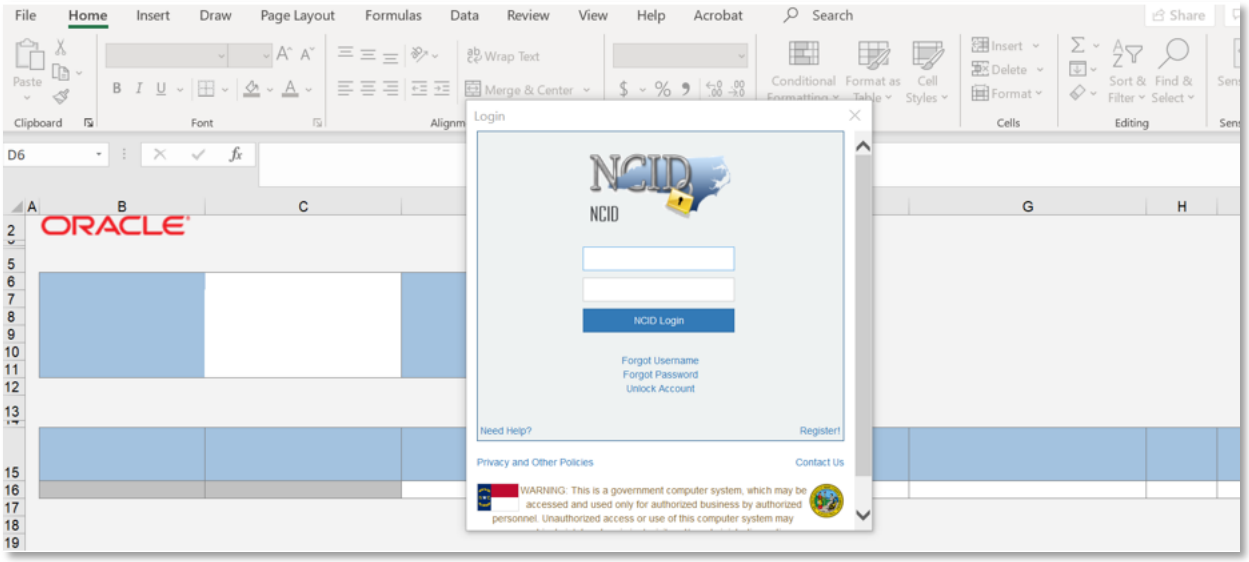
NCFS Spreadsheet Connection Pop Up Screen

8. Click **Company Single Sign-On**.



NCFS Spreadsheet Company Single Sign-On

9. Enter your **NCID Login information**.

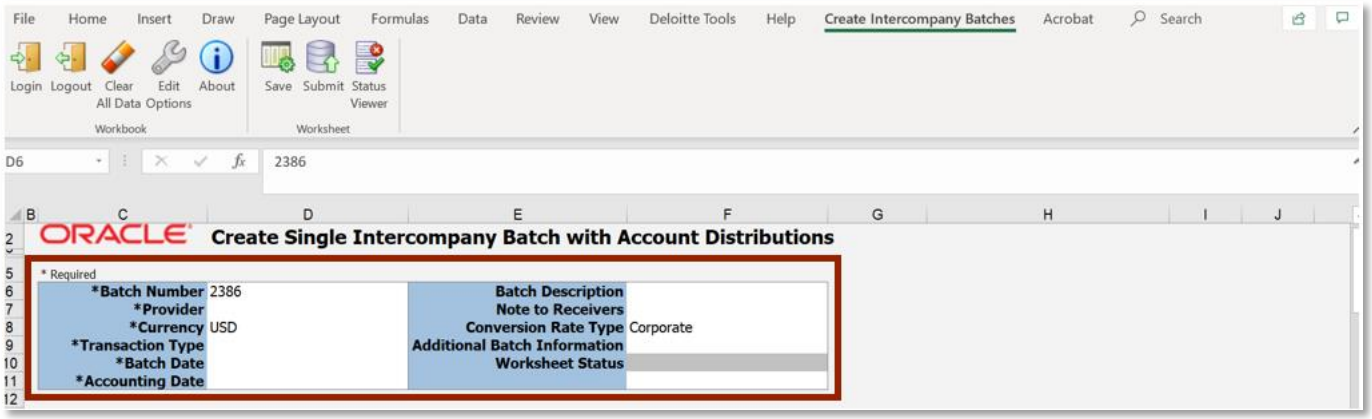


NCID Login

Entering Transfers

To enter transfer information in the NCFS Spreadsheet, please follow the steps below.

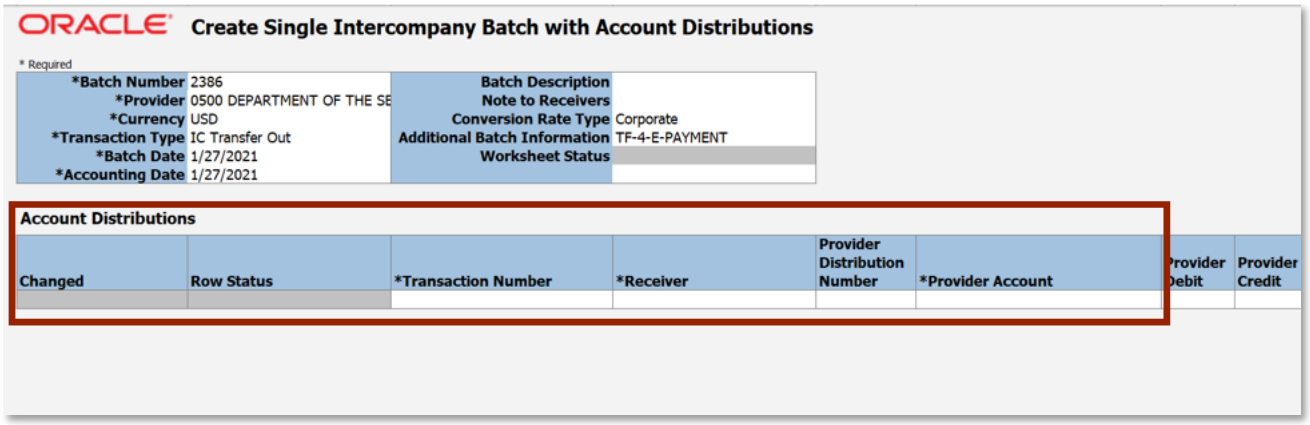
1. Enter the **Provider**, **Transaction Type**, **Batch Date, Accounting Date** and **Additional Batch Information**.



NCFS Spreadsheet Screen

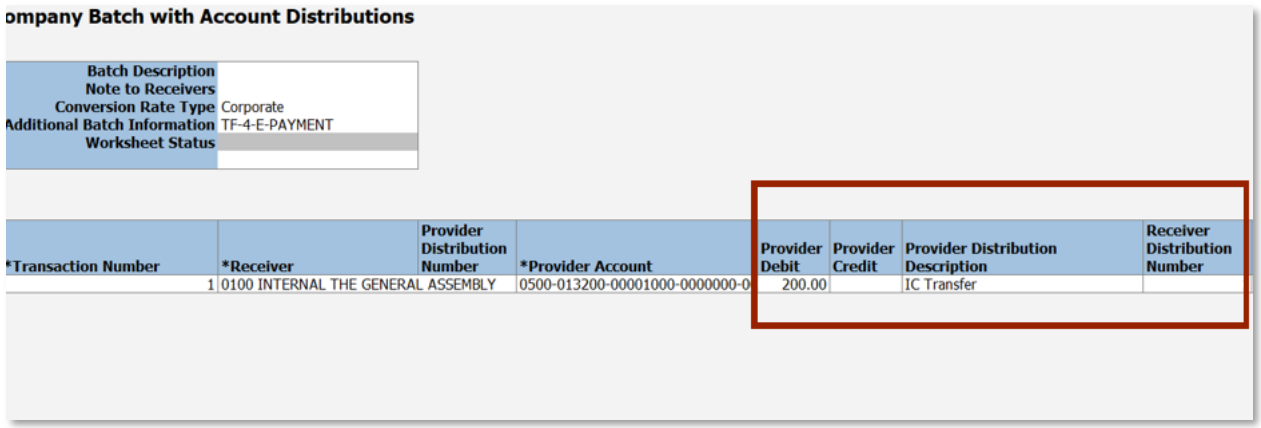
User Tip: To enter the Provider, Transaction Type, and Additional Batch Information users must double click in the field to bring up a pop up with search options.

2. Scroll down to the **Account Distributions** section. Enter the **Transaction Number**, **Receiver**, **Provider Distribution Number**, and **Provider Account**.



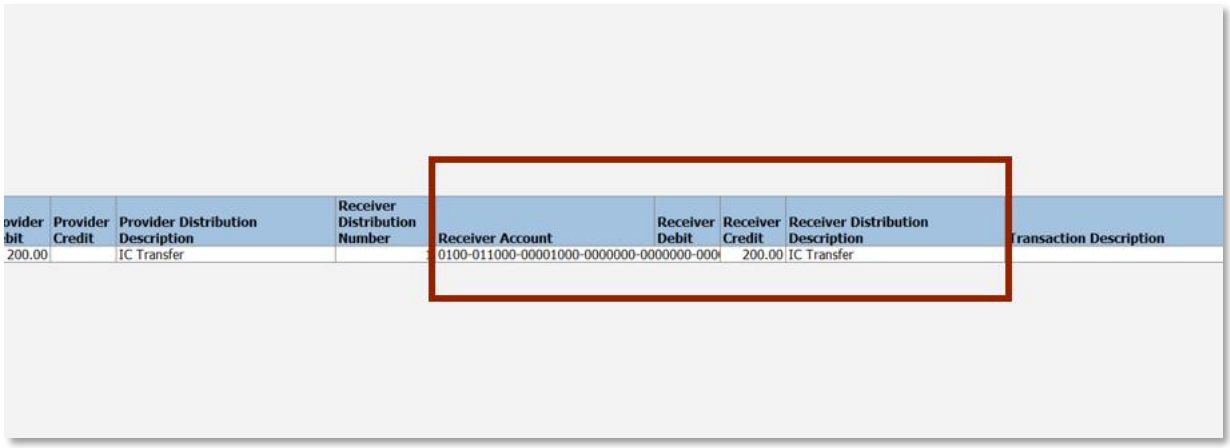
NCFS Spreadsheet Screen

3. Enter the **Provider Debit**, **Provider Distribution Description** (optional), **Receiver Distribution Number**.



Account Distribution Screen

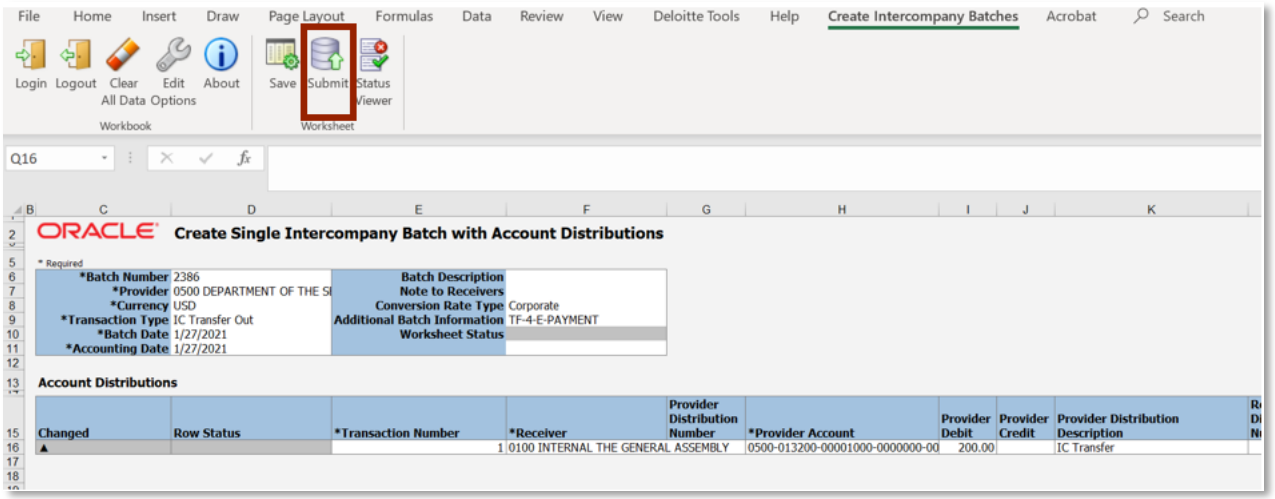
4. Enter the **Receiver Account**, **Receiver Credit**, **Receiver Distribution Description** (optional).



ovider bit	Provider Credit	Provider Distribution Description	Receiver Distribution Number	Receiver Account	Receiver Debit	Receiver Credit	Receiver Distribution Description	Transaction Description
200.00		IC Transfer		0100-011000-00001000-0000000-0000000-000(		200.00	IC Transfer	

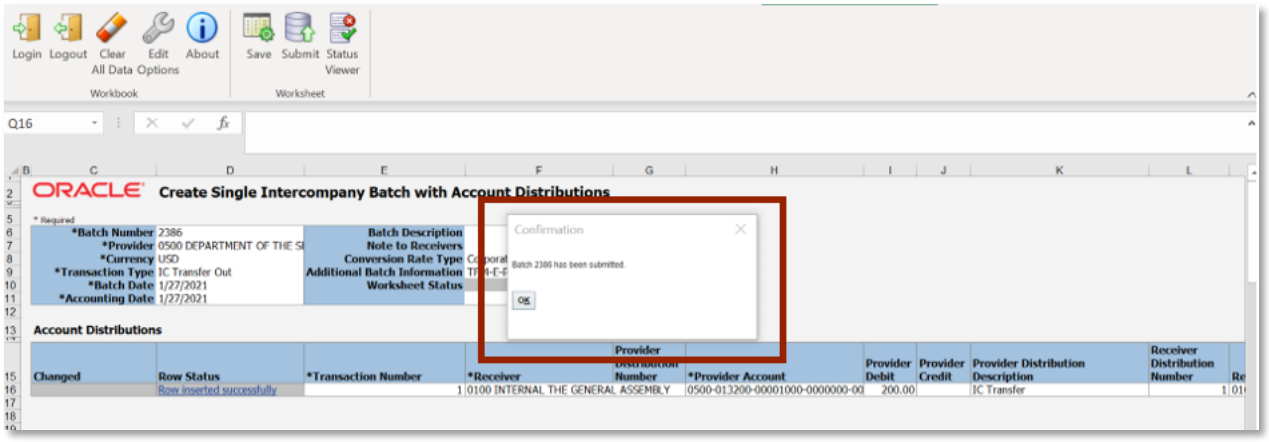
Account Distribution Screen

5. Users must click **Save** prior to clicking **Submit** to upload the transaction and submit it for approval.



Submission option on the NCFS Spreadsheet Screen

6. A pop will appear confirmation your submission. Click **OK**.



Submission confirmation notification on the NCFS Spreadsheet Screen

Wrap Up

Users can use the NCFS Spreadsheet to upload multiple or single transfers. There must be details submitted by the providing and receiving agency before completion. Once the Transfer is complete, it is pending approval by OSC Central Compliance. Once transfers are approved, they will be posted to the General Ledger by OSC as well. As OSC Central Compliance reviews and rejects a transfer, they will attach a completed rejection document to the transaction such that you know why the transfer is being rejected. Transfer Entry users should navigate daily to The Intercompany Accounting Module → Transactions → Requiring Attention Dashboard. Here users can find transactions that require your attention, including rejected transfers. Please review and take the appropriate action on these transfers daily.

Additional Resources

For more information on Creating Transfers please review the following materials:

Web Based Training (WBT)

- None

Instructor Led Training (ILT)

- IC 100: Transfer Entry and Receiving

Quick Reference Guides (QRGs)

- Receiving and Completing a Transfer (manually)
- Creating a Transfer (manually)
- Searching for Transfers